

**Central Wisconsin Community Action Council, Inc.**  
**EPF&A Committee Meeting Minutes**  
**August 11, 2017**

**Present:** Dave Singer, Muriel Harper, Donna Maly, Charlie Krupa, and John Earl

**Excused Absence:** None

**Staff:** Fred Hebert and Donna Lynch

**Guests:** None

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the July 21, 2017 EPF&A Committee meeting.
3. Personnel – The Committee went into Closed Session by unanimous roll call vote. The Committee resumed in Open Session by unanimous show of hands.
4. Finance Report - None
5. Committee members reviewed the Agency Organizational Chart offering suggested revisions. The final copy will be distributed for approval at the August Board Meeting.
6. Committee members reviewed and discussed the Agency Wage Scale which identifies pay ranges agency staff are classified in.
7. Construction on the John Wenum Apartments is progressing well. Federal Home Loan Bank sent a request for information which means our application is in the running. We are working with the State on requirements necessary to complete the first funding draw from our HOME grant.
8. WHEDA will be sending out Competitive Contract Renewals soon for the Rental Assistance Voucher Program. We will compete for contracts and consider expanding our service area.
9. Charlie reported that after much hard work, the Village of Necedah has received a substantial grant to assist with updating of streets, curbs, and sidewalks surrounding our next senior housing project in Necedah.
10. Committee members reviewed the resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and **WHEREAS:** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and **WHEREAS:** Program staff include Jim Dahlke, Jeff Housker, Susan Mischock, and Dawn Anderson; **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect." After discussion, Dave Singer made a motion to approve the resolution and submit to full board for approval at the August Board Meeting. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

11. Fred reported that we are considering converting an area in the garage space of our Beaver Dam building to store supplies for our new Commodity Surplus Program which provides boxes of food to the elderly; the area will be heat and cool controlled.
12. Motion was approved by unanimous vote to change the September Committee meetings from Friday, September 8<sup>th</sup> to Friday, September 15<sup>th</sup> with the EPFA Committee beginning at 10:00 am and the PBP Committee beginning at 11:00 am.
13. Dave Singer mentioned a brat fry being held at Festival Foods to raise money for the Mauston Food Pantry.
14. Muriel Harper mentioned various fundraisers being held for the Beaver Dam Homeless Shelters including Music in the Park. A House Manager is still needed for the Women's/Families Shelter.
15. Fred mentioned the date of our next Golf Classic has been changed from Thursday, June 14, 2018 to Thursday, June 7, 2018. Committee members suggesting inviting board supervisors from each county; invitations will be given to our board elected officials to be distributed at their county board meetings.
16. John Earl declared the meeting adjourned - Next Meeting – September 15, 2017 @ 10:00 am